



REVENUE DEPARTMENT

JOB ANNOUNCEMENT

		POSTING DATE 04-07-06	
		ANNOUNCEMENT NUMBER 053-06	CLOSING DATE 04-14-06
JOB TITLE/JOB CODE NUMBER Administrative Assistant 60104 Unclassified		PAYGRADE 012	SALARY RANGE (MONTHLY) \$2,157.94 - \$3,787.78
DIVISION Motor Vehicle		POSITION # 00126023	
		UNIT NAME/LOCATION Director's Office/Hapeville, GA	
THIS ANNOUNCEMENT IS OPEN TO:			
<p>A. <input type="checkbox"/> CURRENT QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES ONLY.</p> <p>B. <input type="checkbox"/> CURRENT AND FORMER QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES.</p> <p>C. <input type="checkbox"/> CURRENT AND FORMER QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES, AND CURRENT TEMPORARY OR HOURLY EMPLOYEES WITH AT LEAST SIX MONTHS OF EMPLOYMENT IN THE DEPARTMENT OF REVENUE IN THE PAST TWO YEARS WHO MEET THE MINIMUM QUALIFICATIONS FOR THE POSITION AND WHO HAVE SUCCESSFULLY PASSED THE APPLICABLE MERIT SYSTEM TEST IF REQUIRED.</p> <p>D. <input checked="" type="checkbox"/> CURRENT AND FORMER QUALIFIED REGULAR STATE EMPLOYEES.</p> <p>E. <input type="checkbox"/> EXISTING LIST OF MERIT SYSTEM JOB SITE AVAILABLE APPLICANTS.</p> <p>F. <input type="checkbox"/> PUBLIC ANNOUNCEMENT - Georgia Merit System Job Site http://thejobsite.org/</p> <p>G. <input type="checkbox"/> ALL QUALIFIED APPLICANTS.</p>			
SUBMIT <u>TWO</u> COMPLETED MERIT SYSTEM APPLICATIONS OR RESUMES POSTMARKED OR HAND DELIVERED NO LATER THAN THE CLOSING DATE.			
Applications should be submitted to: Georgia Department of Revenue Human Resources, Suite 2225 1800 Century Blvd., NE Atlanta, Georgia 30345-3205			
If you need an accommodation, due to a disability, for any part of the employment process, please contact the Human Resources Office at (404) 417-2140 or (404) 417-2160 (TDD)			
GENERAL NATURE OF DUTIES/RESPONSIBILITIES ASSIGNED TO THIS POSITION			
Provides professional-level administrative support to management which requires exercise of independent judgment and initiative. Assists in the operation, management and planning of the division, coordinates meetings and agendas; represents supervisor in both internal and external settings. May supervise administrative staff.			
MINIMUM TRAINING AND EXPERIENCE			
Training and experience leading to demonstrated competencies in the provision of administrative functions to support division management. This includes reading rules, regulations, policies, contracts or other technical material to apprise management of significant changes; writing correspondence, technical reports, performing basic mathematical functions such as addition, subtraction, multiplication, percentages; communicating technical information to internal and external customers tactfully; facilitating interpersonal relations with colleagues, supervisors and subordinates. Procures supplies, equipment and services for a division; determining how best to resolve problems by identifying the appropriate level of responsibility for decision making within an organization. Displays a professional image and a high level of ethical conduct; sets priorities, completes assignments in a timely manner, and appropriately evaluates own progress toward completion of work goals; determines objectives and strategies to achieve organizational goals. Provides effective customer service; uses computer information technology such as word processing and spreadsheets to produce work products; adapts quickly to change; possesses the ability to conduct research functions. Typically persons with such competencies would possess a bachelor's degree from a four-year college or university or three years of work experience at the professional or paraprofessional level.			
PREFERRED QUALIFICATIONS			
Experience in executive level administrative work supporting multiple work units. Experience in state government. Experience administering and monitoring budgets. Supervisory experience. Experience working cooperatively with others as part of a work team. Advanced skill proficiency in Microsoft Outlook, Excel, Access, PowerPoint, and Word. Good math skills. Strong interpersonal skills. Superior written and oral communication skills. Excellent organization skills. Experience working with personnel actions, writing performance plans, and advising employees of personnel policies. Ability to meet terms and conditions for employment with the Motor Vehicles Division.			
COMMENTS			

Due to the large volume of applications received by this office, only those applicants selected for interview will be notified of the final applicant selection.

Equal Opportunity Employer